

KINDERGARTEN & 1st GRADER DROP-OFF EXPECTATIONS

The purpose of this communication is to inform you of LPS Transportation Departments expectations and responsibilities associated when dropping off Kindergarten and 1st Grade students. A shared understanding of the following expectations will assist in our ability to deliver safe quality service to our students and their parents.

Younger students are particularly at risk as pedestrians. Younger students tend to act more impulsively, hurrying to get on or off the bus and are less likely to be attuned to traffic dangers. They are also shorter, which means there are two big dangers to their safety: They can't see over cars, bushes, and other obstacles. Drivers, in turn, can't see them either. It is always preferable to have an adult present to meet younger students as they get off the school bus at drop-off time. We have come up with the following procedure to help ensure the safety of our younger students. **

Kindergarteners and 1st graders

For the safety of our Kindergarteners and 1st graders, it will be our practice to have a parent/guardian, babysitter, or older sibling present to receive the student at their P.M. stop location. The safety of your child is the ultimate concern of Littleton Public Schools Transportation Department.

In the event that there is not someone present to meet your student, or your student does not feel safe getting off the bus by themselves, the following process will take place:

1. The Driver will inform Dispatch there is no one to meet the student.
2. The Driver will be instructed to continue on route while the Dispatcher attempts to contact the parent/guardian.
3. The Dispatcher contact the parents/guardian of the student with the contact information that is on file in Infinite Campus. The parent/guardian will be informed of the Driver's estimated arrival time back at the designated bus stop.
4. The Dispatcher will continue trying to reach the parents/guardians while the Driver is delivering the other students on board.
5. The Driver will be instructed to take the student back to their designated stop once the route has been completed.
6. If no contact has been made with the parent/guardians and no one is at the designated stop to receive the student at the second drop-off attempt, the school will be called and notified that the student will be returning to school.
7. If there is no one at the school to receive the student or contact with the school cannot be made, the student will be returned to the Transportation Service Center located at 5565 South Crocket St., Littleton Co, 80120. The Transportation Dispatch number is (303) 347-4775. If a student is returned to the Transportation Service Center and no

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contact has been made with the parent/guardian, the student will be turned over to Littleton Police Department for safety precautions. At that time, the Transportation Department will turn over all further activity to the law enforcement LPD.

8. The Dispatcher will contact the parent/guardians one last time to leave a voicemail (if functioning) to inform the parent/guardian where the student is being taken (school, or Transportation Service Center) so that they know they are safe and where to locate them.

It is of the utmost importance that parent/guardians, baby sitters, or older siblings are present to receive their student so that transportation continues to reach its other stops and schools on time. If you, or the designated individual responsible for picking up your student have an emergency, and cannot be present to pick up your student at their designated drop-off location, you may call Transportation Dispatch at (303) 347-4775. We will work with you and can alert the Driver ahead of time to return the student to school.